

## **Civil Operations/Court Security**

### **Mission:**

Civil Operations is responsible for serving civil process warrants and jury notices for jury trials. Court Security is responsible for maintaining security of the York/Poquoson Courthouse.

### **Goals:**

- To serve civil processes on a timely basis.
- To serve jury notices on a timely basis.
- To aid the road deputies in traffic control, funeral traffic, and general back up.
- To provide Court security to the Circuit Court, General District Court, and Juvenile and Domestic Relations District Court.
- To provide security to the main entrance of the Courthouse.
- To staff the control room in the basement of the Courthouse.
- To provide security for inmates awaiting trial, as well as, subjects committed to jail by the Courts. This security will entail initial searching of male and female inmates and juveniles.
- To process sentenced felons and misdemeanors that are not committed to the regional jail, by fingerprinting and photographing.

### **Implementation Strategies for FY2003:**

- To maintain and improve the knowledge of civil procedure law for each civil deputy.
- To maintain and improve security of the Courthouse.

### **Budget Issues:**

- In FY2001, additional funding was approved for new radio equipment for a replacement vehicle and additional radios for security staff. Two part-time positions were combined to create one full-time court security position.
- For FY2003, there are no significant changes.

General Fund Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Original Budget	FY2002 Expected Appropriations	FY2003 Proposed Budget
<b>30314 Civil Operations / Court Security</b>						
Personnel Services	688,004	725,301	783,477	841,863	841,863	855,075
Contractual Services	757	1,236	1,650	1,800	1,800	3,100
Internal Services	35,468	30,311	28,045	30,350	30,350	35,490
Other Charges	2,982	2,588	2,343	3,300	3,300	3,400
Materials & Supplies	1,922	2,310	2,919	9,200	9,200	9,500
Leases & Rentals	1,380	1,295	1,380	1,400	1,400	1,400
Capital Outlay	<u>1,079</u>	<u>-</u>	<u>-</u>	<u>1,200</u>	<u>1,200</u>	<u>3,000</u>
Activity Total	<u>731,592</u>	<u>763,041</u>	<u>819,814</u>	<u>889,113</u>	<u>889,113</u>	<u>910,965</u>
Percentage Change	2.03%	4.30%	7.44%	8.45%	N/A	2.46%

#### FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>
Total	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>

